



# Vendor Application

Saturday, September 12, 2015  
2-10pm  
Application Due Date:  
July 3, 2015 by 6pm

Please write legibly.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Main #: \_\_\_\_\_ H / W / C Alternate #: \_\_\_\_\_ H / W / C

Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Merchandise Category:

- |   |  |
|---|--|
| <input type="checkbox"/> Apparel              | <input type="checkbox"/> Hobbies         |
| <input type="checkbox"/> Prepackaged Food     | <input type="checkbox"/> Home Décor      |
| <input type="checkbox"/> Gifts                | <input type="checkbox"/> Jewelry         |
| <input type="checkbox"/> Fine Art/Photography | <input type="checkbox"/> Health/Wellness |
| <input type="checkbox"/> Children             | <input type="checkbox"/> Bath            |
| <input type="checkbox"/> Other: _____         |  |

## Description of all items being sold (pictures also required):

Price Range of Merchandise: \$ \_\_\_\_\_

## Booth Space and Equipment Requests\*:

- |   |             |          |          |
|---|-------------|----------|----------|
| <input type="checkbox"/> Booth                                  | 10'w x 10'd | \$75     | \$ _____ |
| <input type="checkbox"/> Chair                                  | # _____     | \$5 ea.  | \$ _____ |
| <input type="checkbox"/> Halogen Light                          |             | \$50     | \$ _____ |
| <input type="checkbox"/> Tent<br>(delivered; setup & breakdown) |             | \$150    | \$ _____ |
| <input type="checkbox"/> Electricity<br>(limited availability)  |             | \$25     | \$ _____ |
| <input type="checkbox"/> 6' Rectangular Table                   | # _____     | \$10 ea. | \$ _____ |
| (limited availability)  |             |          |          |

Subtotal: \$ \_\_\_\_\_

- \$10 for more than 1 booth space (max 2) \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

\*Quantities of booth space, electricity, chairs, and tables are limited. Equipment requests will be given on a first come first serve basis. You will be made aware if you are assigned different from your request.

## STAFF USE ONLY

Date & Time Received: \_\_\_\_\_

Received by: \_\_\_\_\_

☐ Approved ☐ Denied

Payment: \$ \_\_\_\_\_ Date: \_\_\_\_\_

☐ Cash ☐ Check ☐ Credit Card

**Payment:**

Payment will be due upon acceptance to WurstFest. All vendors will be notified no later than Tuesday, July 7, 2015 of their application status. Accepted vendors will have until Saturday, July 11, 2015 at 9pm to make payment in person or via phone.

For questions, feel free to give us a call at 817-453-5420.

**Applicant Checklist\*:**

- ☐ Vendor Application
- ☐ Signed Vendor Agreement
- ☐ Photos of Merchandise

\*Please ensure you are submitting all required items. Incomplete applications may not be considered.

WurstFest is a juried event. Submission of a Vendor Application does NOT guarantee a booth space in WurstFest. **All Vendor Applications are due by July 3rd at 6pm. Accepted vendors will be notified no later than July 7th.**

All Vendor Applications, and required information, may be submitted in **one** of the following manners:

1. In person or by mail.

Mansfield Activities Center  
Attn: Mary Jones  
106 S. Wisteria St.  
Mansfield, TX 76063

2. By email to [mary.jones@mansfieldtexas.gov](mailto:mary.jones@mansfieldtexas.gov).

3. Via fax to 817-453-8516 (Attn: Mary Jones).

The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Agreement, (b) acknowledges its agreement to all the provisions of the Vendor Agreement, (c) understands that submission of Vendor Application does not guarantee a booth, (d) acknowledges there is no refund after acceptance to WurstFest and (e) agrees that, the undersigned Applicant, as a Vendor for WurstFest, Applicant's business name, website, information, likenesses, and images may be used in event-related publicity and materials.

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Signature

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Date



## Vendor Agreement

### A. WurstFest Details

- a. Date: Saturday, September 12, 2015
- b. Location: Downtown Mansfield  
109 N. Main St. (Farr Best Theater)  
Mansfield, TX 76063
- c. Hours:
  - i. Setup: 10am-1pm
  - ii. Open to Public: 2-10pm
  - iii. Breakdown: 10-11pm

### B. General

- a. WurstFest is a juried vendor fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in WurstFest.
- b. Application Process: Each proposed vendor must submit a completed Vendor Application for the 2015 WurstFest. A completed application MUST include a Vendor Application, signed Vendor Agreement, and photos of merchandise. Incomplete applications may not be considered. All applications must be received no later than **Friday, July 3<sup>rd</sup> by 6pm**. Applicants will be notified of their application status no later than Tuesday, July 7<sup>th</sup>.
- c. Wait List: A wait list will be established for Applicants after the capacity has been met. If an accepted Applicant chooses to not participate, the next Applicant will be notified of their acceptance as a vendor in WurstFest. Payment will be due at time of acceptance.
- d. Fees: All fees of accepted vendors will be due by Saturday, July 11<sup>th</sup> by 9pm. Payment is NOT due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Activities Center (MAC).
- e. Cancellations: No refunds will be made to Vendors who cancel after they have been given their acceptance to WurstFest and have paid.
- f. Parking: Vendors may unload at their booth and move vehicles immediately after unloading to parking behind Farr Best Theater (corner of Broad St. and Walnut St.). No vehicles will remain in the event area.
- g. Marketing: The City of Mansfield will be advertising with Pandora Music, 95.9 The Ranch, and 92.1 Hank FM, along with local flyers. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- h. Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the City of Mansfield and WurstFest harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at WurstFest.
- i. All vendor booths will be 10'x10' outdoor booths. All vendors must have a tent and light for their booth by either bringing a light source or tent or they may rent from the City of Mansfield as designated on the Vendor Application. Vendors may bring a quiet generator (one that does not disturb your neighbor) or rent electricity from the City of Mansfield as designated on the Vendor Application. If generator is too loud, electricity must be purchased on-site (staff decision is final).

j. Vendor Activities and Operations:

- i. Each Vendor shall operate its business during the 2015 WurstFest in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of WurstFest and the City of Mansfield.
- ii. Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during ALL hours of WurstFest. No Vendor will break-down before 10pm. Each Vendor must vacate the premises by 11pm.
- iii. Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. WurstFest staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
- iv. Electrical sources will be available for a fee to Vendors who have requested them on their Vendor Application. Be aware that there are a limited number of generators. Vendors will be responsible for their own extension cords. Electricity will be provided on a first come, first serve basis as noted on the Vendor Application and when it is received at the MAC.
- v. Vendors shall be provided tables for a fee upon request on the Vendor Application. Tables will be available upon the Vendor's arrival for booth set-up. A limited number of tables are available. Tables will be provided on a first come, first serve basis and when the Application is received at the MAC.
- vi. Booth set-up time will be provided to Vendors beginning Saturday, September 12<sup>th</sup> from 10am-1pm. All Vendors must be set up by 1pm on Saturday, September 12<sup>th</sup>.
- vii. Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. WurstFest and the City of Mansfield will not be able to make change.

k. Bad Weather: WurstFest will go on rain or shine. No refunds will be issued due to bad weather.

I have read the rules and regulations of WurstFest and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield and WurstFest staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

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Signature

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Date